# Training 9-3: 3<sup>rd</sup> Friday in September & 2<sup>nd</sup> Friday in January Pupil Count Reports



Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

This training module will discuss the  $3^{rd}$  Friday in September and  $2^{nd}$  Friday in January Pupil Count Reports.

#### **Pupil Count Requirements**

- Provide the total number of all pupils and Choice pupils at the school.
- A pupil should be included on these reports if one of the following apply:
  - Pupil was in attendance for instruction on the count date; or
  - Absent on the count date, but in attendance on at least one day before and one
    day after the count date and was not enrolled in another school or homeschooled
    during his or her absence.
- The school should use the official attendance records to prepare the count reports.

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The 3<sup>rd</sup> Friday in September and 2<sup>nd</sup> Friday in January Pupil Count Reports schools must identify the Choice pupils with an eligible application that meet the attendance requirements, The reports also include the total number of pupils at the school.

The pupils must either be in attendance on the count date or any day before **and** any day after the count date. Please note the requirement that the pupil be there any day before and any day after does not mean that the pupil must be at the school the Thursday before and the Monday after the count date. Instead, the pupil must be in attendance <u>any</u> day prior to the count date and <u>any</u> day after the count date within the same school year. Pupils meeting the day before and day after requirement may not have been enrolled at any other public or private school in or outside of Wisconsin or have been homeschooled during the period of absence.

The school must use the official attendance records to prepare the report. The official attendance records are a listing of all students, by grade level, who were in attendance at the school on the count date or before and after the count date. Choice pupils must be identified on these records. The official attendance records must come from the school's Student Information System, or SIS. For more information on the SIS please see the Student Information System Training.

# **2020-21 Pupil Count Information**



- See the following emails on the <u>Information for Schools page</u> (available by clicking the carrot above). These emails explain how attendance should be taken in a virtual environment:
  - August 13, 2020 Choice SNSP 2020-21 Pupil Count Information
  - August 28, 2020 Choice/SNSP 2020-21 Attendance, Hours of Instruction, and Drills Information

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The Department has sent emails on how to take attendance in 2020-21. Schools should review this information if they are offering virtual instruction in whole or in part. These emails are available on the <u>Information for Schools page</u>. When you get to this page, you will see a "School Choice Emails to Private Schools" section and a gray box under it with the same language. Click the carrot on the far right of the gray box and you will see the emails that have been sent to Choice schools. The emails that provide more information on attendance are the August 13, 2020 Choice SNSP 2020-21 Pupil Count Information email and the August 28, 2020 Choice/SNSP 2020-21 - Attendance, Hours of Instruction, and Drills Information email.

# 3<sup>rd</sup> Friday in September and 2<sup>nd</sup> Friday in January Pupil Count Reports

- The 3<sup>rd</sup> Friday in September Pupil Count Report is due by the last weekday in September and the 2<sup>nd</sup> Friday in January Pupil Count Report is due the last weekday in January.
- Only the applications in "submitted" status may be counted on the 3<sup>rd</sup> Friday in September and 2<sup>nd</sup> Friday in January Pupil Count Reports.
- MPCP and RPCP must submit eligible applications prior to completing the count reports.
- The DPI will submit WPCP applications for those students selected in the random drawing.

The 3<sup>rd</sup> Friday in September Pupil Count Report is due by the last weekday in September and the 2<sup>nd</sup> Friday in January Pupil Count report is due the last weekday in January. See the important dates document on the Information for Schools webpage for specific dates the reports are due. A link to the Information for Schools webpage is available at the end of this training.

These reports are submitted using the Online Application System, or OAS.

The school will only be able to count applications in Submitted status on the  $3^{rd}$  Friday in September and  $2^{nd}$  Friday in January Pupil Count Reports.

Schools must submit the Milwaukee Parental Choice Program, or MPCP, and Racine Parental Choice Program, or RPCP, applications to DPI in OAS. DPI will change the status to submitted for the students who have been chosen in the random draw for Wisconsin Parental Choice Program, or WPCP, applications.

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## **Accessing in OAS**



- Select the appropriate count report in the OAS menu bar.
- Read through the instructions.
- Click Accept.

On the left corner in OAS there is a menu bar. Under the "Pupil Count" section, click on the appropriate count report, which would be either September Count or January Count.

The Choice administrator will need to complete a count report for each program that the school participates in. For example, if your school participates in the MPCP, RPCP and WPCP, your school will complete a count report for all three programs. This is required even if the school does not have any Choice students for one of the programs.



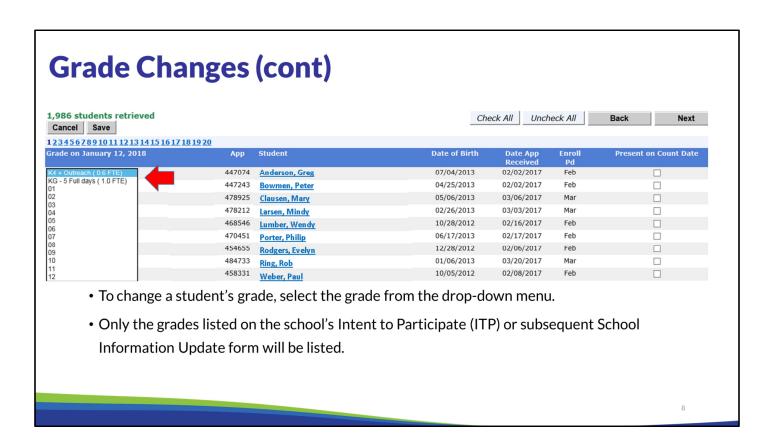
The school can navigate through the count report by using the "Back" and "Next" buttons above the student names in OAS. If the school has multiple pages of students, the school must use the number buttons at the top or bottom of the screen to move to the next page of students. Using the "Next" button will move you to the next section of the report not the next page of the student list. The DPI recommends pressing the "save" button regularly so the changes are not lost.

## **Grade Changes**

- Grades can be changed in the count report.
- The grade on the count report will default to the grade entered on the student's application or if the grade was changed in a previous count report it will reflect the revised grade.
- The grade on the count report should be the grade the student was in on the count date.

Schools have the ability to update or correct a grade in the count report prior to submitting the count report.

The grades submitted on the count report must be the grade as of the count date. The grade will default to the application grade or, if the grade was changed on a previous count report, the grade identified on the previous count report.

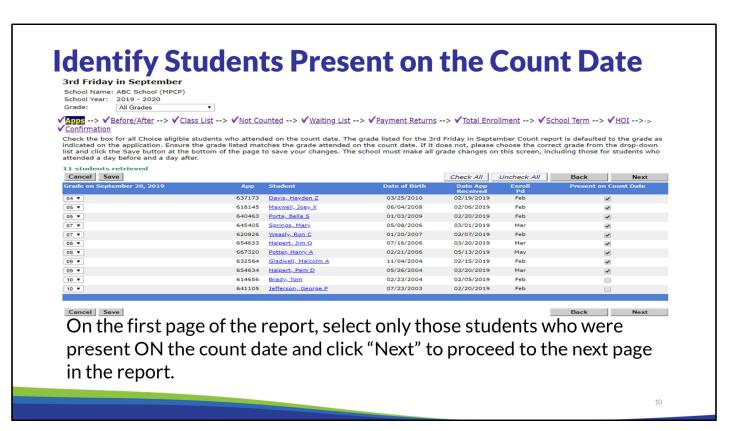


To change a student's grade on the count report the school will need to choose a grade from the drop down menu. Only the grades that the school reported on the Intent to Participate or subsequent School Information Update form will be listed on the drop down menu. If the correct grade is missing, the school will need to contact DPI.

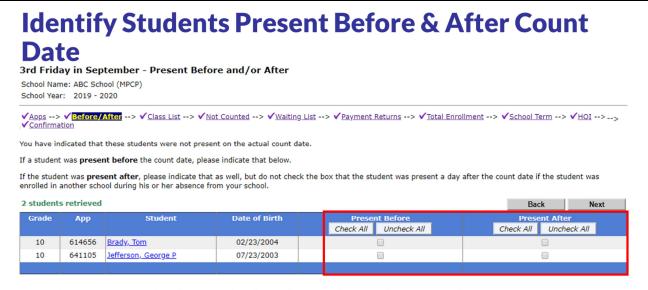


- After changing the grade, click "save" to save your changes.
- All grade changes must be made on the initial count report screen, even if the student did not attend on the count date.

The grade for all Choice students must be updated on the "Applications" section, even if the student is not counted on this page. Remember to save changes on each page before moving on to the next page. Please be aware that grade changes are only saved by pressing the "Save" or "Next" button.



In the count report, the school must check the box for the students who were present on the count date. Save all changes prior to moving to the next page. By checking the box labeled 'Present on Count Date' the school is including that student on the count report. The official attendance records should be used to prepare this report and must be kept on file to verify Choice pupil attendance.



On the next page indicate whether the students absent on the count date were present a day before and a day after the count date.

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The students in submitted status who were not present on the count date will appear on the Present Before and After page.

In order to meet the count requirements, a student must be in attendance either on the count date or <u>any</u> day prior to the count date in the fall semester and <u>any</u> day after the count date within the same school year. The student must not have been enrolled in another school or homeschooled during the period of absence. For example, if the student attended your school on Sept. 10 and didn't come back until Sept. 28, the school would need to verify that the student did not attend another school and was not homeschooled between those dates.

Using the official attendance records, the school should determine if the student was in attendance **any day before** the count date during the fall semester and, if so, check the Present Before box. Then, the school should determine if the student was in attendance **any day after** the count date during that school year and, if so, check the Present After box. The submitted count report to the DPI will only reflect the students who were identified as being in attendance on the count date in the previous screen or identified as present before <u>and</u> after the count date on this screen.

Similar to the previous page, if there are multiple pages of students, the report will include numbers above the student names to navigate to each page of students. Schools should save their work regularly by pressing the "Next" and the "Back" button on the screen.

### **Class List-SNSP Participation**



- The top of the class list will include two questions related to the Special Needs Scholarship Program (SNSP).
- Schools not participating in the SNSP should answer no to the first question and N/A to the second question.
- Schools participating in the SNSP should do the following:
  - Review the class listing and ensure none of the pupils counted for the Choice program were also counted as a SNSP pupil for the same count date.
  - If a pupil applied to the Choice program and the SNSP, the department recommends getting a letter from the parent/guardian identifying which program the pupil will participate in. See the <u>SNSP Initial Student Eligibility Bulletin</u> to determine if there are any required notifications to DPI.

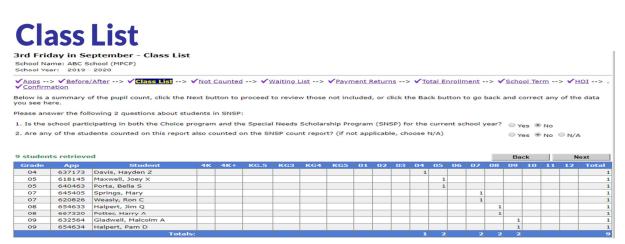
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The top of the screen will ask whether the school is also participating in the Special Needs Scholarship Program (SNSP) and whether any of the pupils reported as counted for the Choice program were also counted for the SNSP for the respective count date.

If the school is not participating in the SNSP, the school should answer No and then N/A.

If the school is participating in the SNSP, the school must determine whether any of the pupils counted for the Choice program were also counted for the SNSP for the respective count date. Schools may not receive a SNSP and Choice program payment for the same pupil for the same count date. If a student applies to the Choice program and the SNSP, the department recommends that the school obtain a letter from the parent/guardian indicating which program they would like the pupil to participate in. Additional information on this letter and the required notifications to DPI is available in the first Frequently Asked Question in the SNSP Initial Student Eligibility Bulletin available at https://dpi.wi.gov/sms/special-needs-scholarship/student-applications-processing.

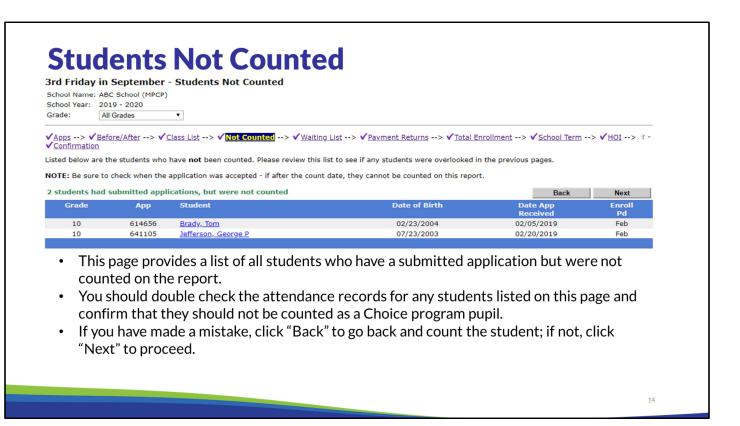
Finally, please note that a pupil may be in the Choice program for one count date and the SNSP for the other count date. For example, a pupil participates in the Choice program for the  $3^{rd}$  Friday in September. After the  $3^{rd}$  Friday in September, the pupil applies to and is accepted into the SNSP. The parent determines they would like their child to participate in the SNSP. This pupil would then be counted in the SNSP for the  $2^{nd}$  Friday in January count date as long as they meet the attendance requirements.



- The class list provides a summary of the counted students who were present on the count day or who were present a day before and a day after.
- Compare this list to your official attendance records and verify the information is correct.
- If correct, click "next".
- If you need to make changes click "back".

Once you have identified the pupils who met the count requirements, the class list page will provide a summary of the students counted on the report.

Reconcile this list with the official attendance records to verify the information entered in the count report is correct. Once the report is submitted, the report will be locked.



The students not counted section shows a list of the students that did not meet the Choice attendance requirements.

The school should verify, with the official attendance records, that the students on this report actually did not meet the attendance requirements or are not participating in the Choice programs.

Using the navigation buttons, the attendance for a student can be changed if a mistake occurred. If all of the students on this list did not meet the count requirements or are not participating in the Choice programs, then click on the next button to move to the next screen.

# WPCP Incoming Pupil Verification (3<sup>rd</sup> Friday in September Pupil Count Report Only)

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# **3rd Friday in September Pupil Count Report-WPCP Only Requirement**

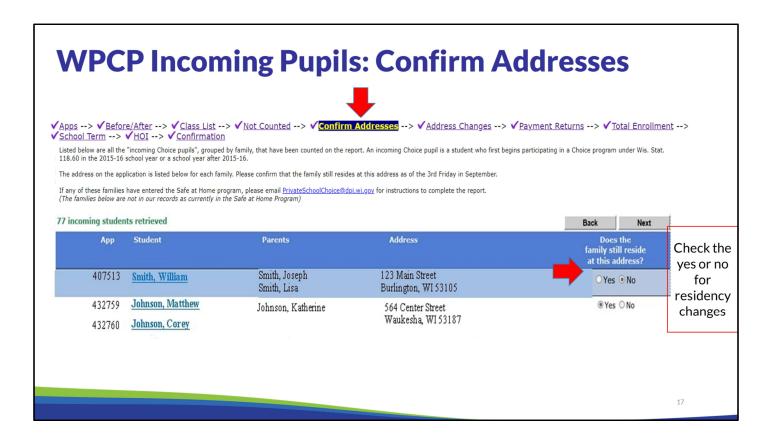
- WPCP includes pupils known as incoming pupils.
- Incoming pupils are students who first started participating in the WPCP or RPCP in the 2015-16 school year or thereafter.
- Determine if the incoming students were at a different address as of the 3<sup>rd</sup> Friday in September. If so, the school must:
  - Obtain residency documentation for the pupil's address that meets the DPI's residency documentation requirements. The supporting residency documentation must have the address where the student resided on the 3<sup>rd</sup> Friday in September and be dated between the 3<sup>rd</sup> Friday in August and due date of the 3<sup>rd</sup> Friday in September Pupil Count Report.
  - Determine the resident school district for the address provided above.

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Schools participating in the WPCP are required to determine if WPCP incoming pupils moved as of the 3<sup>rd</sup> Friday in September. The school must review the incoming pupils and have the parents supply supporting documentation to verify residency if the address has changed. This documentation must have the address where the student resided on the 3<sup>rd</sup> Friday in September and be dated between the 3<sup>rd</sup> Friday in August of that school year and the due date of the 3<sup>rd</sup> Friday in September Pupil Count Report.

If the student's address has changed from when the student originally applied, the school must also determine the resident school district for the address provided. The school must retain the school district verification document identifying the current resident school district for the auditor's review. The auditor will review this document as part of the September Enrollment Audit.

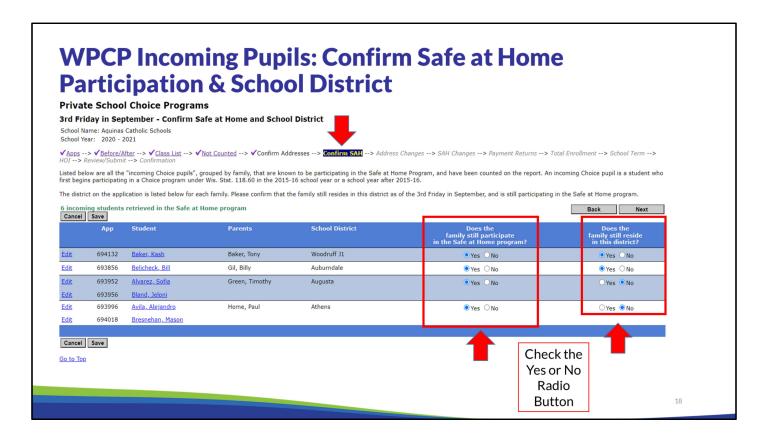
Please see the Residency Bulletin for information on allowed residency documents and how to verify the school district. The Residency Bulletin is available on the Choice Bulletins webpage: https://dpi.wi.gov/sms/choice-programs/bulletins.



Listed on the Confirm Addresses screen are the students who are WPCP incoming pupils and are not participating in the Safe at Home program. The Safe at Home program is a statewide address confidentiality program administered by the Department of Justice that provides certain individuals with a legal substitute address in order to safeguard their address.

For the students listed, the address on the applications will be on this screen. The school will need to verify with the parent that the address is still the same. If the address did not change then click the "Yes" radio button. If the address has changed, click the "No" radio button.

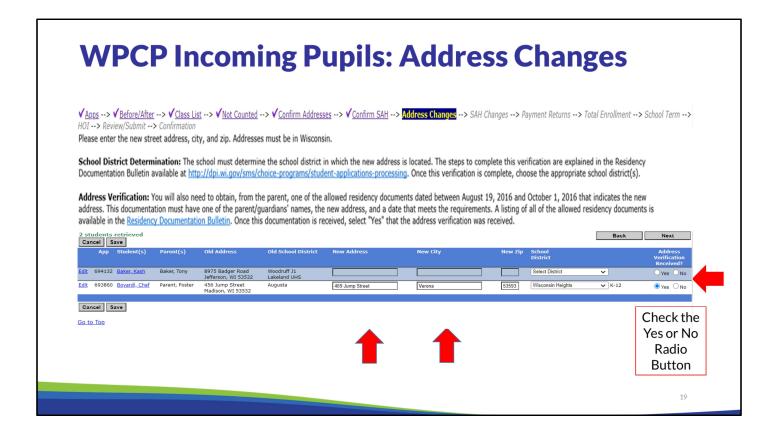
If an incoming pupil identified on the Confirm Addresses screen is now participating in the Safe at Home program, contact the DPI at privateschoolchoice@dpi.wi.gov for instructions on how to complete this report.



Listed on the Confirm Safe at Home screen are the WPCP incoming pupils identified as participating in the Safe at Home program. This screen will only display if you have WPCP incoming pupils that participate in the Safe at Home Program at your school. The school must determine, as reported by the family, if the family still participates in the Safe at Home program as the Third Friday count date. The school can do this by confirming with the parents and reviewing the expiration date of the Safe at Home card. Click the "Yes" radio button if the family still participates. If the family no longer participates in the Safe at Home Program, click the "No" radio button. If the answer is "No," the school will need to complete the steps in the Requirements if an Incoming WPCP Pupil Moved section of the Residency Documentation Bulletin. These families will be listed on the next screen for Address Changes.

The school also needs to determine if the district on the application is the same district where student resides as of the 3rd Friday in September. Click the "Yes" radio button if the family still resides in same school district. If the family does not, click the "No" radio button.

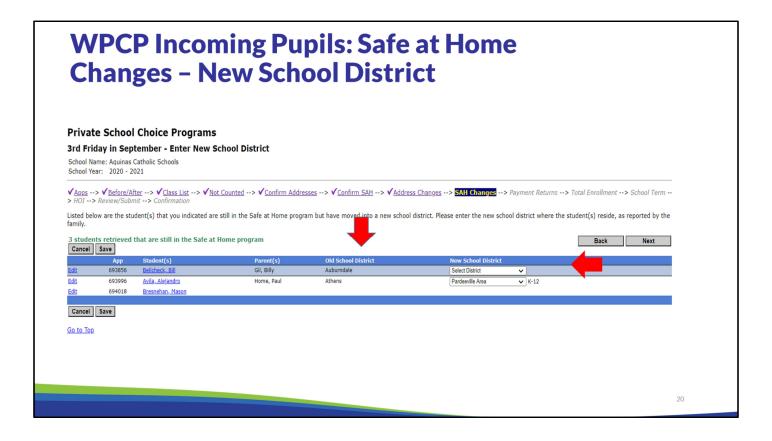
If the family still participates in the Safe at Home program and the parent/guardian notifies the school that the school district has changed, the school must identify the district where the student resides as of the 3rd Friday in September on the Safe at Home Changes screen.



The new address and school district will need to be entered on the Address Changes screen for incoming WPCP pupils with residency changes, once the school receives the new residency documentation that meets the address verification requirements. The "Yes" may not be selected until the documentation is received. This is important so that the address and the current school district are properly identified.

Schools will also see the families on this screen that were confirmed to be **no longer participating in the Safe at Home program**. The new address and the school district will be blank for these families. The address changes will need to be entered on this screen once the school receives the new residency documentation that meets the address verification requirements. Again, the "Yes" should only be selected when the proper documentation is received from parent and the school district is verified to ensure that the address and the current school district are correctly identified.

School district changes for students that are continuing participants in the Safe at Home program will be reported in a different screen.



This screen will only display if you have students that participate in the Safe at Home Program who have school district changes.

Listed on the Safe at Home Changes screen are the student(s) that the school indicated are still in the Safe at Home program but have moved into a new school district. Please enter the new school district where the student(s) resides, as reported by the family.

The school does not need to obtain a school district verification document for the school district; the school must have received a copy of the Safe at Home card during the open application period that the student applied.

# MPCP & RPCP Waiting List

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# **Waiting List Students: All Choice Programs**

- Students on a Choice waiting list in the prior year with an eligible application do not need to provide income documentation when applying for the next school year.
- The WPCP waiting list is maintained by the DPI so the school does not need to submit this waiting list in the pupil count reports.
- The MPCP & RPCP waiting list is maintained by the schools.

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The Choice waiting list is important because these students do not need to provide income documentation when applying to the Choice program for the next school year.

The waiting list for schools participating in the statewide program, WPCP, is maintained by DPI. Since DPI maintains the WPCP waiting list, the school does not need to submit the students on the WPCP waiting list in the pupil count reports.

Schools participating in the Milwaukee and Racine programs maintain their own school's waiting list.

## **MPCP & RPCP Waiting List**

- Applications on a school's waiting list should stay in "Verified" status. Do not submit applications in OAS for students on a waiting list.
- Schools with a waiting list, on the respective count date, must identify the waiting list students on the 3<sup>rd</sup> Friday in September and 2<sup>nd</sup> Friday in January Pupil Count Reports.
- The school's MPCP and RPCP waiting list should include all students who were determined to be eligible for a voucher, were entered into a random drawing and put on a waiting list, but were never offered a seat. It should not include students who were offered a seat but the student/parent/guardian declined the seat or did not respond in the required time frame.

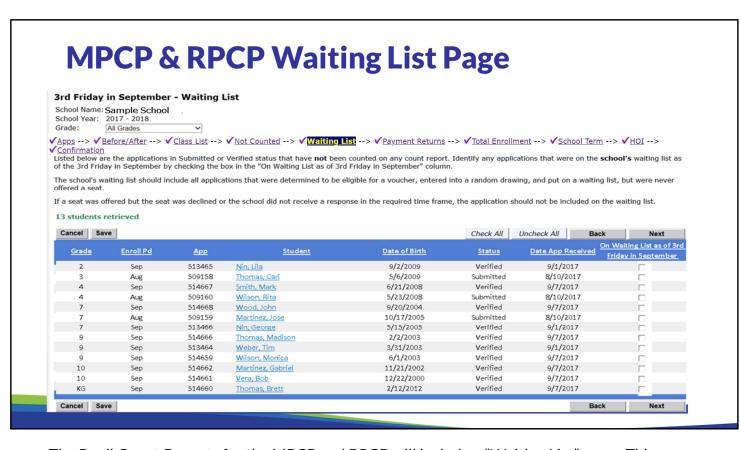
After the close of an open application period, if the number of eligible Choice student applications for any grade level exceeds the number of seats available at that grade level, the school will hold a random drawing to determine which applicants are accepted. The random drawing shall continue until all available seats are filled and a waiting list order is determined for use in the event a previously filled spot becomes available or the school opens additional seats at a later date.

If a student is placed on a waiting list, the school must send a letter or email notifying the parent/guardian that the student has been placed on the waiting list. The letter or email must indicate the student's number on the waiting list and must be sent within 60 days of the end of the application period during which an application is received.

Applications on a school's waiting list should stay in "Verified" status in OAS. Schools should not submit applications in OAS for students on a waiting list.

Schools with a MPCP or RPCP waiting list must identify the students that remained on the waiting list as of the respective count date. The school's waiting list should include all students who were determined to be eligible for a voucher, were entered into a random drawing and put on a waiting list, but were never offered a seat. It should not include students who were offered a seat but the student/parent/guardian declined the seat or did not respond in the required time frame.

MPCP and RPCP schools will indicate which students are on the school's waiting list in OAS on the "Waiting List" page of the  $3^{rd}$  Friday in September and  $2^{nd}$  Friday in January Pupil Count Reports.

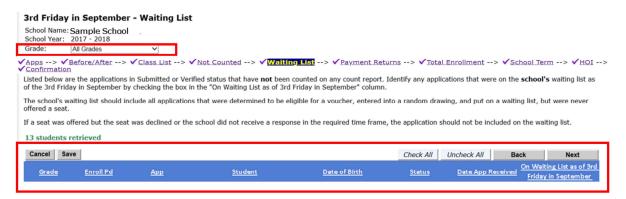


The Pupil Count Reports for the MPCP and RPCP will include a "Waiting List" page. This page includes student applications in "Verified" and "Submitted" status that were not counted on a count report. Please note that if a school indicated a student was present before the count date but not after the count date (or vice versa), the student will not be included on the "Waiting List" page in OAS.

If the school does not have any applications that meet these requirements, no applications will be listed on this page.

If the school does not have a MPCP or RPCP waiting list, the school may proceed to the next page of the count report.

### **MPCP & RPCP Waiting List Page Features**



 Schools can filter for a grade or select one of the headers to sort the data by that field.

The "Waiting List" page of the count report includes some helpful features for schools to use to complete the page. Schools can use the grade filter at the top of the page to only view students for a particular grade. Schools may find this helpful if only certain grades have a waiting list.

Additionally, schools can sort the waiting list data by clicking any of the column titles. For example, if some of the school's February applications are on a waiting list, the school could sort by "Enroll Pd" to easily identify the February applications.

Finally, the school can use the "Check All" and "Uncheck All" buttons to select all or none of the students on the page.

# MPCP & RPCP Waiting List Page: Missing Applications



• If an application is missing from the "Waiting List" page, determine if the student should still be on the school maintained waiting list. If so, the application must be verified in OAS for it to be included on the "Waiting List" page in OAS.

If a student who is on the school maintained waiting list is not on the "Waiting List" page in OAS, the school should determine if the student should still be on the school maintained waiting list. If the school offered a seat to the student, the student should be removed from the school maintained waiting list. If the student was not offered a seat and the student had an eligible application, the application must be verified in OAS before it will be included on the "Waiting List" page in OAS. In order to complete the verification for any missing students, the school must return to the "App Summary" screen in OAS.

# MPCP & RPCP Waiting List Page: Identifying Waiting List Students

Cancel Sav	re				Check All	Uncheck All Ba	ck Next
<u>Grade</u>	Enroll Pd	Арр	<u>Student</u>	Date of Birth	Status	Date App Received	On Waiting List as of 3rd Friday in September
2	Sep	513465	Nin, Lila	9/2/2009	Verified	9/1/2017	
3	Aug	509158	Thomas, Cari	5/6/2009	Submitted	8/10/2017	
4	Sep	514667	Smith, Mark	6/21/2008	Verified	9/7/2017	
4	Aug	509160	Wilson, Rita	5/23/2008	Submitted	8/10/2017	
7	Sep	514668	Wood, John	9/20/2004	Verified	9/7/2017	
7	Aug	509159	Martinez, Jose	10/17/2005	Submitted	8/10/2017	
7	Sep	513466	Nin, George	5/15/2005	Verified	9/1/2017	
9	Sep	514666	Thomas, Madison	2/2/2003	Verified	9/7/2017	
9	Sep	513464	Weber, Tim	3/31/2003	Verified	9/1/2017	
9	Sep	514659	Wilson, Monica	6/1/2003	Verified	9/7/2017	
10	Sep	514662	Martinez, Gabriel	11/21/2002	Verified	9/7/2017	
10	Sep	514661	Vera, Bob	12/22/2000	Verified	9/7/2017	
KG	Sep	514660	Thomas, Brett	2/12/2012	Verified	9/7/2017	
Cancel Sav	re					Ва	ck Next

- Check the box in the "On Waiting List" column for any students on the waiting list.
- Save your work regularly by pressing the "Save" or "Next" button.

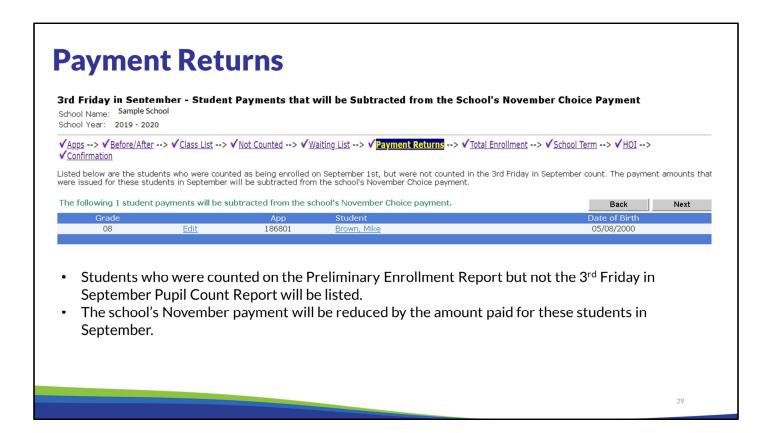
MPCP and RPCP schools will identify students on the waiting list as of the respective count date in OAS by checking the box in the "On Waiting List" column. Schools must use their school maintained waiting list to determine which students to identify.

Schools should save their work regularly by pressing the "Save" or "Next" button on the screen.

The applications for any students that the school identifies as being on the waiting list will be reviewed by the auditor as part of the enrollment audits.

# Payment Returns (3<sup>rd</sup> Friday in September Pupil Count Report Only)

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The Payment returns screen will provide a list of students who were counted on the Preliminary Enrollment Report and not counted on the 3<sup>rd</sup> Friday in September Pupil Count Report.

The school's November payment will be reduced by the amount paid for the students counted in the Preliminary Enrollment Report who did not meet the attendance requirements for the 3<sup>rd</sup> Friday in September.



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#### **Total Enrollment**

- Include ALL pupils at the school in grades K4-12, even if a particular grade is not offered to Choice students.
- If the school provides K4, K5, or any other grade for the public school district, do not include those pupils in the all pupil count.
- As a reminder the attendance requirement is that the pupil either was:
  - In attendance for instruction on the count date; or
  - Absent on the count date, but in attendance on at least one day before *and* one day after the count date *and* was not enrolled in another school or homeschooled during his or her absence.

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The Total Enrollment must include all pupils at the school in grades K4 to 12 that meet the attendance requirements. The all pupil count must include Choice program and non Choice program pupils. The pupils must be included even if a particular grade is not offered to the Choice students. The exception to this is if the school provides K4, K5, or any other grade for the public school district, those pupils should not be included in the all pupil count.

In order to count the pupils, they must either be in attendance on the count date or <u>any</u> day prior to the count date in the fall semester and <u>any</u> day after the count date within the same school year. The pupil must also not have been homeschooled during the period of absence.

# **Total Enrollment-K4 & K5 Pupils**

- If the school has kindergarten age pupils enrolled in day care, they are not included in the all pupil count.
- If the school is providing educational programming, meets the required number of hours of instruction, and the pupils are age eligible, pupils in K4 and K5 should generally be included in the all pupil count.
- If the school offers K4 or K5 for the Choice program or the SNSP the program must be identified as educational programming.

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If the school has kindergarten age students, it must determine if it considers the pupils to be enrolled in educational programming or if it considers the pupils to be in daycare. It is the school's decision how it would like to treat the program. If the pupils are considered daycare students they should not be included in the all pupil count.

Generally, if the school is providing educational programming, meets the required number of hours of instruction, and the pupils are age eligible, pupils in K4 and K5 should be included in the all pupil count.

If the school offers K4 or K5 for the Choice program or the SNSP, the program must be identified as educational programming.

# **Total Enrollment (cont)**

		Back	Next
2nd Friday in January	All Students Including Choice	Choice Students	
4-Year Old K / 437	0		0
4-Year Old K / 437 + 87.5 Hour Outreach	10		2
5-Year Old K / 437 Hours / Half-time program	0		(
5-Year Old K / 3 Full days per week	0		(
5-Year Old K / 4 Full days per week	0		(
5-Year Old K / 5 Full days per week	10		2
Grades 1-8	10		(
Grades 9-12	0		(
Totals:	30		10

- Enter the **total number** of students who meet the count requirements for each grade level.
- The number must be equal to or greater than the number of Choice students.
- Click "Next" to proceed.

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The school must insert the total number of students that attended the school for each grade level. This must include Choice and non-Choice students who meet the attendance requirements.

The all student number must be equal to or greater than the number of Choice students by grade level and in total. If the school is participating in multiple choice programs, the same number must be entered for each program or the school will not be able to proceed.

Click on the "next" button.

# School Term, Meeting Dates & Hours of Instruction (3rd Friday in September Pupil Count Report Only)

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School Team    Sequence   Submiddle   Sequence   Sequen			
The Sequence Dates report has now been rolled into the Ind Friday in September Count report – Le. It is no longer a separate report. Please enter the information below:  Part A: Enter School Term Dates  Final School I Ferm Dates  The dates listed of since whole and noted deather for surface students during the current school. A actual may not end earlier than the least day of actual may not end earlier than the least day of actual may long the enter the same listed for surface school and report to DRI. However, schools may wish to download IDI Insure of Instruction Report to DRI. However, schools may wish to download IDI Insure of Instruction Report to DRI. However, schools may wish to download IDI Insure of Instruction Report to DRI. However, schools may wish to download IDI Insure of Instruction Report to DRI. However, schools may wish to download IDI Insure of Instruction Report to DRI. However, schools may wish to download IDI Insure of Instruction Report to DRI. However, schools may wish to download IDI Insure of Instruction Report to DRI. However, schools may wish to download IDI Insure of Instruction Report to DRI. However, schools may wish to download IDI Insure of Instruction Report to DRI. However, schools may wish to download IDI Insure of Instruction Report to DRI. However, schools may wish to download IDI Insure of Instruction Report to DRI. However, schools may wish to download IDI Insure of Instruction Report to DRI. However, schools may wish to download IDI Insure of Instruction Report to DRI. However, schools may wish to download IDI Insure of	School Term		
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Part A: Enter School Term Dates  Enter the first day of school and the last day of school for students during the current school term. If different grade levels within the school have different start and end dates, the school should enter the earliest first day of school scheduled and latest last day of school scheduled.  The dates lasted below should use funded could eater for numer school. A school may not end earlier than the last day of school not dead below without prior written approval of the DPI. Schools do not need to submit a separate Hours of Instruction Report to DPI; however, schools may wish to download <u>DPI Hours of Instruction Report</u> to DPI; however, schools may wish to download <u>DPI Hours of Instruction Report</u> to DPI; however, schools may wish to download <u>DPI Hours of Instruction Report</u> to DPI; however, schools may wish to download <u>DPI Hours of Instruction Report</u> to DPI; however, schools may wish to download <u>DPI Hours of Instruction Report</u> to DPI; however, schools may wish to download <u>DPI Hours of Instruction Report</u> to DPI; however, schools may wish to download <u>DPI Hours of Instruction Report</u> to DPI; however, schools may wish to download <u>DPI Hours of Instruction Report</u> to DPI; however, schools may wish to download <u>DPI Hours of Instruction Report</u> to DPI; however, schools may wish to download <u>DPI Hours of Instruction Report</u> to DPI; however, school may wish to download <u>DPI Hours of Instruction Report</u> to DPI; however, school may wish to download <u>DPI Hours of Instruction Report</u> to DPI; however, school may wish to download <u>DPI Hours of Instruction Report to DPI</u> ; however, school may wish to download <u>DPI Hours of Instruction Report to DPI</u> ; however, school may wish to download <u>DPI Hours of Instruction Report to DPI</u> ; hours of Instruction Report to DPI; however, school in the School of DPI Hours of Instruction Report to DPI; hours of In	The Required Dates report has now been rolled into the 3rd Friday in September Count report -i.e. it is no longer a separate report. Please enter the information below:		
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1st Meeting: 0115-0200 (mm/dd/yyyy) 2nd Meeting: 011020201 (mm/dd/yyyy)  Part C: Residential/Boarding Schools  \$\frac{5.138.156(1)}{5.1000000000000000000000000000000000000		y October 15th, no	tify DPI in the
2nd Meeting: (mm/6d/yyyy)  Part C: Residential/Boarding Schools  \$\frac{5.118.1567(1)}{5.0000}\$ Wis. Stat. requires that. If the school operates as a residential or boarding school, it must schedule at least two months of vacation during the summer, during which time students return to the homes of parents or guardians, unless the school is licensed as a child welfare agency under s. 48.60 (1). Wis. Stat. Please answer the following question(s):  Is the school a boarding or residential school?   10 Yes  So to Too	Please list your school's two meeting dates for the current school years		
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So to Top		), Wis. Stat. Please	answer the
	Is the school a boarding or residential school? 🕕 No 🔾 Yes		
	So to Tipe		
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			35

The School Term page includes three parts:

Part A: The first and last day of school for the school year.

Enter the first day of school and the last day of school for students during the current school term. If different grade levels within the school have different start and end dates, the school should enter the earliest first day of school scheduled and latest last day of school scheduled. The dates listed below should not include dates for summer school.

Note: Once the last day of school is set and has been reported to the DPI, schools may not change the last day of school without prior approval from the DPI.

Part B: The meeting dates of the governing board where students that are applying or attending the school, along with their parents and guardians, may attend.

Schools are required to schedule two meetings each year during which the governing body of the school will be present and students and families can meet and communicate with the board. All students who are applying or attending and their parent/guardian must receive written notification of the date, time, and location of these meetings at least 30 days in advance of each scheduled date.

Part C: Identify if the school is a Residential/Boarding school.

If a school operates as a residential or boarding school, you must indicate this in Part C.  $\underline{S}$ .  $\underline{118.165(1)(f)}$  Wis. Stat. requires that, if the school operates as a residential or boarding school, it must schedule at least two months of vacation during the summer, during which time students return to the homes of parents or guardians, unless the school is licensed as a child welfare agency under s. 48.60(1), Wis. Stat.

## **Hours of Instruction Requirements**

- Wisconsin Private School Requirement: s.118.165(1)(c), Wis. Stats. The program provides at least 875 hours of instruction each school year.
- Wis. Stat. §§ 118.60(2)(a)8 and 119.23(2)(a)8: Notwithstanding s.
   118.165 (1) (c) Wis. Stats., the private school annually provides at least
   1,050 hours of direct pupil instruction in grades 1 to 6 and at least
   1,137 hours of direct pupil instruction in grades 7 to 12.

Hours provided under this subdivision include recess and time for pupils to transfer between classes but do not include the lunch periods.

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Choice schools are required to provide a minimum number of hours of instruction each school year. All private schools in Wisconsin are required to provide at least 875 hours each year. Choice schools have additional requirements.

Choice schools must provide at least 1,050 hours of direct pupil instruction to grades 1 to 6 each year.

Choice schools must provide at least 1,137 hours to grades 7 to 12 each year.

Hours include recess and time for pupils to transfer between classes, but do not include the lunch periods.

A school's accrediting organization may have additional requirements, such as requiring 180 days of school.

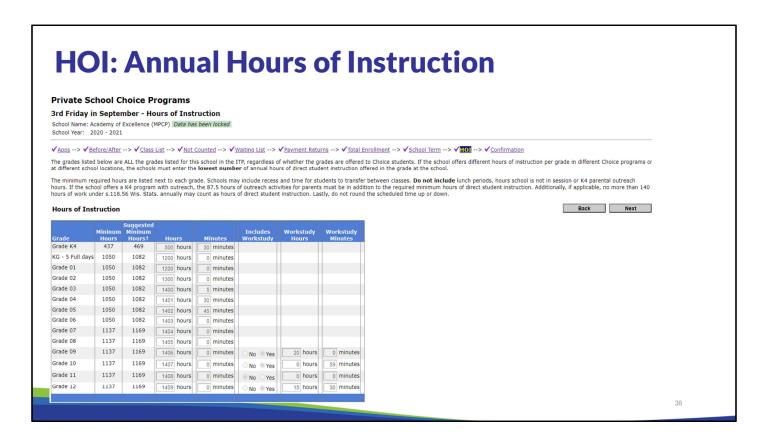
### **Kindergarten Programs**

- •K4 at least 437 hours of direct pupil instruction
- •K5 required hours depend on the FTE (full time equivalent)
  - 1.0 FTE 5 full days per week\*
  - 0.8 FTE 4 full days per week\*
  - 0.6 FTE 3 full days per week\*
  - 0.5 FTE at least 437 hours of direct pupil instruction

\*Scheduled day must match the full day of first grade.

If the school is offering grades other than kindergarten, the following are the required number of hours of instruction.

For 0.5 FTE K4 and 0.5 FTE K5, the minimum hours of instructions is 437 hours. The requirement for 0.6 FTE, 0.8 FTE, and 1.0 FTE K5 is that the scheduled day must match the full day of first grade. For example, the 0.6 FTE K5 must have three full days that match scheduled hours in the day that the first grade program is scheduled, 0.8 FTE K5 must have four full days that match, and 1.0 FTE K5 must have five full days that match.



Schools will in enter their annual hours of instructions on the hours of instruction page. The page will list ALL the grades identified for this school in the ITP, regardless of whether the grades are offered to Choice students. If the school participates in multiple programs, the number of hours entered must be the same for all programs. If the school does not offer the same number of hours of instruction for all of the students in a grade, the school should enter the lowest number of hours of instruction offered for that grade. For example, if one-school location offers 1,050 for grade 1 and a different school location offers 1,100 hours for grade 1, the school should enter 1,050 for grade 1.

The annual minimum required hours are listed next to each grade. Schools may include recess and time for students to transfer between classes. **Do not include** lunch periods. Additionally, if applicable, annually no more than 140 hours of work-study under s. 118.56, Wis. Stats., may count as hours of direct student instruction. Since only grades 9-12 have the option to include work-study as direct instruction hours, the report will only display and request work-study hours for these grades. Schools may not round scheduled time up or down per statute.

As explained earlier in this training, please see the August 28, 2020 Choice/SNSP 2020-21 - Attendance, Hours of Instruction, and Drills Information email on the Information for Schools webpage for information on how to determine Hours of Instruction when instruction is being provided virtually in whole or in part.

Schools that are new to the Choice programs must also submit a separate Hours of Instruction Report to the DPI in advance of the school year. See Training 3-1 for information on this report. Continuing schools in the program do not need to submit a separate Hours of Instruction Report to DPI; however, continuing schools may wish to download the <u>DPI Hours of Instruction Report</u> to track their hours and to assist in the completion of this report.

# Report Submission & Questions

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Prior to submitting the count report the school should review the class list and official attendance records to verify the information on this report is accurate. The report can be updated or corrected at any point prior to submission by clicking on the "Will Submit Later" button.

Designees can assist with the preparation of the report. However, **only the Choice Administrator can submit** the count report.

Once the Choice administrator has determined that the information in the report is accurate and complete, he or she must check the box indicating the information is correct, and check the box certifying that the statements are true, then click the Submit button.

# How to Make Changes After Submission Private School Choice Programs 3rd Friday in Seatember - Confirmation School Name: Sample School School Name: Sample School School Vear: 2020 - 2021 \*\*Apps -> \*\* Before/After -> \*\* Class List -> \*\* Not Counted -> \*\* Waiting List --> \*\* Payment Returns --> \*\* Total Enrollment --> \*\* School Term --> \*\* Hol --> \*\* Confirmation This data was submitted on 9/16/2020 12:00:48 PM by GehleCL It is now locked and cannot be changed unless you contact DPI. The Class List is available below for your reference. The Class List does not need to be printed and kept on file for your auditors. Auditors are provided with a confirmation directly from DPI that they use for their procedures. Note: The Certification Page is no longer required and has been removed. As a reminder, you certified the following regarding the data in this report: 1. The hours included herein are the school's anticipated hours of instruction. 2. I am aware that payments may be withheld if the school moves the last day of class to an earlier date, even if the required hours of instruction have been reached. I will not end school earlier than the last day of school noted in this report witton approval of the DPI. 3. If the school offers more grades than kindergarten, the schoduled daily hours for the 0.6 FTE, 0.8 FTE, and 1.0 FTE K5 program, if applicable, matches the scheduled daily hours for the full day of first grade. 4. The school has decumented and is able to track its hours of instruction. This documentation can be shared with DPI upon request. The school may use the DPI Hours of Instruction Report to document its hours of instruction.

Once your report is submitted, it will be locked. If you need to make changes, contact DPI staff for assistance.

Class List PDF

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After the report is submitted to the DPI, the report is locked and cannot be changed unless you contact DPI.

Once the report is submitted, a link will be provided for the class list. This is an optional document for the school to print.

#### **Available Resources**

- Choice Homepage: <a href="http://dpi.wi.gov/sms/choice-programs">http://dpi.wi.gov/sms/choice-programs</a>
- Choice Bulletins Webpage: <a href="http://dpi.wi.gov/sms/choice-programs/bulletins">http://dpi.wi.gov/sms/choice-programs/bulletins</a>
- Information for Schools Webpage : <a href="http://dpi.wi.gov/sms/choice-programs/school-information">http://dpi.wi.gov/sms/choice-programs/school-information</a>
- On Demand Training Webpage: <a href="https://dpi.wi.gov/sms/choice-programs/on-demand-training">https://dpi.wi.gov/sms/choice-programs/on-demand-training</a>
- OAS: https://dpi.wi.gov/sms/choice-programs/oas

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# **Questions**

Website: <a href="http://dpi.wi.gov/sms/choice-programs">http://dpi.wi.gov/sms/choice-programs</a>

Email: privateschoolchoice@dpi.wi.gov

Phone: 1-888-245-2732 ext. 3



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If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at privateschoolchoice@dpi.wi.gov, or call the toll-free number at 1-888-245-2732, extension 3 with questions.